

Phoenix Program
Process Definition – Accounts Payable

Process	<i>Monthly Run Control</i>
Process Number	<i>AP-064</i>

Description of Process

Each operator that creates an Express Check will need a run control ID established. An Express Check run control is required in order to generate Express Check payments on line. Run Controls allow you to specify criteria to let the system know what data to process and when and where to process it. Run Controls store the parameters you have set for a process so that the next time you want to run the process you simply enter that run control ID. The system will then restore the parameters in the process panel and in the Process Scheduler. Each operator will need a separate run control for each process they are permitted to run (i.e., Express Checks, Bank Recon, and Voucher Edit for Recurring Vouchers).

A Run Control ID identified as Monthly must be established to generate Express Check payments in PeopleSoft. This Monthly run control is never accessed during the express check creation process but it must be established for express checks to work in PeopleSoft.

Input to Process

Request to produce an Express Check

Output of Process

A Monthly Run Control established to generate Express Check payment

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
Use	Edit – Preferences - Run Control dialog boxes appear allowing for the creation of a new run control.

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Business Process Description

Process Description	Responsibility (Agency/Centralized)
<u>Step 1: Create Run Control</u> Agencies are responsible for establishing run controls for their appropriate operators. On the <u>Workflow Administrator or any panel</u> , Navigate to: Edit – Preferences – Run Control. The Edit Run Controls dialog box is displayed listing all of the run controls for your operator ID. Press New to create a new Run Control. The Run Control ID dialog box is displayed, enter Monthly as the Name and hit OK. The Edit Run Control dialog box appears, Select Client as the Run Location and Window as the Run Output and hit OK. The Edit Run Controls dialog box is displayed again, Monthly should be listing and then press OK.	Agency
<u>Step 2: Perform Express Check</u> For further information, see the Express Checks Process Definition.	Agency

Forms Used with Process

N/A

Process Flow Diagram (if appropriate):

N/A

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APPROVAL FORM

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